

POSITION: Licensed Practical Nurse, GS-620-3/4/5/6

TYPE OF APPOINTMENT: Temporary, Not to exceed 1 year and 1 day, may be extended or terminated sooner based on staffing, workload, or funding

NUMBER OF VACANCIES: 1 Full time position

FUNCTIONAL STATEMENT: Licensed Practical Nurse

SALARY RANGE: GS-3: \$24,623 to \$30,302; GS-4: \$27,647 to \$34,028; GS-5: \$30,931 to \$38,068; GS-6: \$32,710 to \$40,666 per annum

NOTE 1: First consideration will be given to those who apply by 3/3/04

NOTE 2: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

NOTE 3: Applicants without prior federal service will be appointed at step one of the grade.

NOTE 4: This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

NOTE 5: Appointment to positions at this facility requires completion of a background investigation. Candidates selected must complete the investigation request, and will be fingerprinted prior to appointment.

NOTE 6: A pre-employment physical examination may be required for an applicant not currently employed by the VA Medical Center who is tentatively selected.

NOTE 7: A drug test may be required for any applicant tentatively selected from outside the VA Medical Center.

NOTE 8: This is a Bargaining Unit position.

TOUR OF DUTY: The position is dayshift, M-F. The work conditions may require a change in the tour of duty, depending upon the needs of the Service.

LOCATION: This position is located in the Specialty Clinics, Department of Hospital and Specialty Medicine, Portland OR Division, however, it may be necessary to use the selectee's services at different locations throughout the medical center.

AREA OF CONSIDERATION: Any U.S. citizen.

DUTIES: The complete Functional Statement may be reviewed in Human Resources Management Division. The following duties and responsibilities are taken from the functional statement and are considered to be a brief extract. The incumbent functions as a team member under the guidance of the Registered Nurse, but must be able to function with minimal direction. The incumbent is responsible for providing medical assistive care and administrative support when needed. The incumbent must demonstrate the ability to observe, identify and respond to the patient's needs for nursing care, such as medication, finger sticks for blood glucose testing, equipment assisted care, and to recognize deviations from normal. The incumbent is also responsible for patient education and is self-directed. The incumbent completes the Health Promotion/clinical reminders as appropriate and documents accordingly. Performs age appropriate care, and uses techniques to appropriately de-escalate disruptive patients.

QUALIFICATIONS:

- A. Must be a U.S. citizen.
- B. Full active, current and unrestricted licensure as a graduate licensed practical or vocational nurse in a state, territory, or commonwealth (i.e., Puerto Rico) of the United States, or District of Columbia.
- C. Graduate of a school of practical or vocational nursing approved by the appropriate State accrediting agency and/or the National League of Nursing at the time the program was completed by the applicant.
- D. Licensed practical or vocational nurses appointed to direct patient care positions must be proficient in (both) spoken and written English as required by 38 USC 7402(d), and 7407(d).
- E. For GS-5 and GS-6 positions, one-year experience at the next lower level is required.

Well Qualified (CTAP/ICTAP): A well-qualified candidate is defined as one who meets the qualification and eligibility requirements for the position, including all educational/experience and selective factors (when applicable), and is able to satisfactorily perform the duties of the position upon entry.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive equal consideration without regard to race, religion, color, national origin, sex, politics, marital status, non-disqualifying physical or mental handicap, age or membership or non-membership in a labor organization.

HOW TO APPLY: In order to be considered for this vacancy, interested applicants must complete and submit:

- A. VA Form 10-2850c, Application for Associated Health Occupations. **(REQUIRED)**
- B. OF-306, "Declaration for Federal Employment. **(REQUIRED)**
- C. DD-214, "Certificate of Release or Discharge from Active Duty" (if claiming veterans preference and/or VRA eligibility).
- D. SF-15, "Application for 10-point Veteran Preference" (with required documentation for proof) (if applicable).
- E. SF-50, "Notification of Personnel Action" (if applicable).

You may obtain these forms by contacting one of the Personnel Clerks at (503) 273-5236 or you may visit the Human Resources Management Division Office, Building 100, Room 6C-12, 3710 SW US Veterans Hospital Road, Portland, OR 97207. You can return or mail your completed application to the above address **ATTN: Announcement T38-04-231**.

HOW TO OBTAIN FORMS:

Forms are available online at www.portland.med.va.gov/hr

In Portland:

VA Medical Center
Human Resources Management Division
3710 SW US Veterans Hospital Road, (Bldg. 100, Room 6C-12)
Portland, OR 97239. Phone # (503) 273-5236

If Mailing:

VA Medical Center,
Human Resources Management Division (P4HRMS)
P.O. Box 1034
Portland, OR 97207

Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications. Applications must be received in Human Resources Management Division in the Portland office as listed above. **This position will remain open until filled.** Applications will not be returned to applicants. For additional information you may contact Personnel (503) 273-5236.